



# Shelby County Government

MARK H. LUTTRELL, JR.  
MAYOR

March 1, 2013

To Whom It May Concern:

**RE: RFP # 13-002-46, Janitorial Services, Shelby County Sheriff's Office Training Facilities, Special Operation Office and K-9 Office**

## ADDENDUM # 1

Based on the number of companies who expressed an interest in attending our pre-bid conference but could not attend, an additional pre-bid conference will be held at 9:00 am, Friday, March 8, 2013, at the following location:

Shelby County Sheriffs Training Center  
993 Dovecrest  
Memphis, Tennessee 38134

We are also extending the time to submit questions to 4:30 pm Friday March 15, 2013 and the bid due date to 3:00 pm Thursday, March 28, 2013.

If you plan to attend, please contact Andre Woods at [andre.woods@shelbycountyttn.gov](mailto:andre.woods@shelbycountyttn.gov) to confirm your attendance with the representative's name, company and contact number. Companies attending our first pre-bid conference are not required to attend.

In addition, there will not be a public bid opening for this RFP. Bids will only be available for reviewed after the Shelby County Mayor has made the award decision.

This is a mandatory pre-bid conference, please be on time, late arrivals will not be allowed admittance.

Thank you,

Andre Z. Woods  
Shelby County Government  
901-222-2250

Cc: Captain Dale Lane, Shelby County Sheriff's Department  
RFP File 13-002-46